

Minutes of the Finance Committee

Wednesday, December 10, 2008

Chair Haukohl called the meeting to order at 8:32 a.m.

Present: Supervisors Pat Haukohl (Chair), Bill Zaborowski, Pamela Meyer, Steve Wimmer, and Jean Tortomasi. Rob Hutton arrived at 8:37 a.m. and left at 11:37 a.m. **Absent:** Jim Heinrich.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Ann Olson, Budget Manager Keith Swartz, Budget Specialist Linda Witkowski, Senior Financial Analyst Clara Daniels, ADRC Director Cathy Bellovary, Nutrition Services Supervisor Mary Smith, Senior Financial Analyst Steve Krafcheck, Building Operations Manager Mark Keckeisen, Public Works Director Rich Bolte, Business Manager Betsy Crosswaite, Highway Operations Manager Pete Chladil, Parks & Land Use Director Dale Shaver, Business Manager Peter Mudek, Collections & Business Services Manager Sean Sander, Senior Financial Analyst Linda Hein, Risk/Purchasing Manager Laura Stauffer, Internal Audit Manager Lori Schubert, Senior Financial Analyst Bill Duckwitz, Administrative Services Manager Russ Kutz, Accounting Services Coordinator Cynthia Lilley, Treasurer Pam Reeves, and Labor Relations Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 11-19-08

MOTION: Tortomasi moved, second by Zaborowski to approve the minutes of November 19. Motion carried 5-0.

Schedule Next Meeting Dates

It was decided that the January 7 meeting will be canceled. The next meeting is scheduled for January 21.

Hutton arrived at 8:37 a.m.

Chair's Executive Committee Report of 11-10-08 & 12-8-08

Haukohl said at the first meeting, they heard a report from the Dean and Assistant Dean of UW-Waukesha on goals and outreach to improve and expand their programs. The university is looking to build a new engineering building with a private/public partnership. There was some concern by the Executive Committee about changing the mission and goal of this two year university and that new capital projects (not including maintenance) may not sit well with the County Board.

At the second meeting, the committee established four priorities for which to lobby our Madison delegation. They include: 1) levy limits, 2) 911 funding/surcharge, 3) tax reform, and 4) no new unfunded mandates. Copies of "Waukesha County Priority Issues for the 2009 Legislature" were distributed. The committee also talked about The Wisconsin Way, a WCA program which conducted listening sessions statewide to learn citizen priorities on issues such as the taxing system and how state government conducts business in Madison. A blueprint plan is scheduled to be released sometime this month. The committee also discussed the Local Government Institute, developed by and consisting of city, town, and village leaders, which is a lobbying effort focused on good public policy. The committee also set up the appointment process for filling Jim Behrend's District 13 seat on the County Board.

Review Correspondence

Haukohl advised of a memo from Cindy Greco of Purchasing explaining the RFP process.

Announcements

Tortomasi said the Dispatch Operations Committee met on Monday. The 200-page RFP for the new CAD system has not yet been completed and will continue to be fine-tuned. The Sheriff expressed his concern that the new system be able to “talk” with their records management system.

3rd Quarter Status Report on Special Revenue Funds

Swartz and Witkowski were present to discuss their report as outlined entitled “9 Months – 2008 Budget Monitoring Summary Report – Special Revenue Fund Operations.” Expenditures at nine months were 4.3% greater than this time period in 2007: \$70.8 million versus \$67.9 million. Expenditures were 73% of the 2008 modified budget versus 68% of total 2007 actual spending on a lower 2008 expenditure base. Revenues at nine months were less than 2007 by about \$200,000: \$53.9 million versus \$54.1 million, largely due to State/Federal funding for Human Services programs. Revenues were 73% of the 2008 modified budget versus 69% of total 2007 actual revenues. Staff went on to review the expenditures and revenues for each fund.

Contract Procurement Process for Adult Day Center Services

Bellovary advised the contract was awarded to Catholic Charities, Curative Care Network, Lutheran Social Services-Menomonee Falls, Lutheran Social Services-Waukesha, Oconomowoc Memorial Hospital, and The Caring Place, the highest rated proposers. Total compensation shall not exceed the Aging & Disability Resource Center’s annual budgeted appropriation of \$53,648. All vendors who submitted RFP’s for consideration were awarded a portion of the contract.

MOTION: Hutton moved, second by Wimmer to approve the contract procurement process for adult day center services. Motion carried 6-0.

Ordinance 163-O-069: Modify The ADRC Nutrition Fund 2008 Budget To Increase Revenues And Appropriate Additional Expenditures For The Elderly Home Delivered Meal Program

Bellovary said they are seeing an increase of 20,800 additional meals this year over the 2008 anticipated budget figure. The ordinance states they will increase the personnel costs appropriation by \$4,100 and the operating expenses by \$88,250 and appropriate additional \$3,615 of general government revenues; \$13,300 of interdepartmental revenues; \$49,580 of other revenues and \$25,855 of additional Nutrition Fund balance to cover the costs associated with the additional meals. Funds will come from additional Older Americans Act Nutrition funding, other general governmental and miscellaneous revenues, and Nutrition Fund Balance. Staff will monitor this closely for future meal projections.

MOTION: Zaborowski moved, second by Tortomasi to approve Ordinance 163-O-069. Motion carried 6-0.

Contract Procurement Process for Janitorial Cleaning Services

Keckeisen advised the contract was awarded to Clean Power, Metro Clean, and MidAmerican Building Services, the highest rated proposers, for a three-year contract. The first year contracted amount is \$390,778 and the budgeted amount was \$462,927. A total of seven vendors submitted RFP’s for consideration.

MOTION: Tortomasi moved, second by Wimmer to approve the contract procurement process for janitorial cleaning services. Motion carried 6-0.

Fund Transfer 08-DPW-01: Public Works – Transfer Funds from Personnel Expenses to Operating Expenses and Interdepartmental Expenses

Crosswaite discussed the fund transfer which involves transferring \$77,000 from personnel to pay for outside electrical work normally done by staff due to the vacancy of an Electrician position, and to pay Fleet staff (interdepartmental) to do work on generators, which had been done by outside contractors. Crosswaite advised that our Fleet staff can do the work at a lower cost. Funds are available in the Personnel appropriation due to lower than anticipated overtime costs and position vacancies.

MOTION: Wimmer moved, second by Zaborowski to approve Fund Transfer 08-DPW-01, Public Works. Motion carried 6-0.

Ordinance 163-O-068: Modify 2008 Transit Services Budget

Mader advised that Public Works Committee passed this ordinance unanimously with a minor amendment. The ordinance appropriates estimated operating expenses of \$185,000 resulting from estimated changes in fare box, State revenue, and expenditure changes and appropriates Transportation Fund balance of \$185,000 for this purpose. Haukohl asked if the contract cost will go down in 2009 because of door to door service versus door thru door service for paratransit. Bolte said that is our hope and it is reflected in the budget although that may not pan out. The ordinance states that for 2009, fare box revenues, service adjustments, and increased funding, particularly for fuel costs, will be reviewed to avoid future contract cost increases and State revenue impacts.

MOTION: Meyer moved, second by Tortomasi to approve Ordinance 163-O-068. Motion carried 6-0.

Ordinance 163-O-067: Modify The Transportation Fund 2008 Budget For Additional State And County Highway Maintenance

This ordinance appropriates additional expenditure authority totaling \$1,077,000 for the 2008 Transportation Fund for both State and County highway maintenance operations costs within the County. This is mainly due to weather conditions creating above average snow removal and spring storm related road clean up and repairs of State and County highways. Expenditures will be funded with additional State revenue reimbursement, FEMA revenue reimbursement, and additional revenues from County maintenance work and material sales to municipalities. This ordinance results in no additional direct tax levy impact.

MOTION: Tortomasi moved, second by Zaborowski to approve Ordinance 163-O-067. Motion carried 6-0.

Fund Transfer 08-106200-01: Parks & Land Use – Transfer Funds from Operating Expenses to Interdepartmental Expenses

Shaver discussed this fund transfer which involves transferring \$40,000 due to increased sand and salt supplies which were higher than anticipated. Funds are available from lower parking lot maintenance expenses and household hazardous waste program under-spending. Funds are also available from various discretionary accounts.

MOTION: Meyer moved, second by Zaborowski to approve Fund Transfer 08-106200-01, Parks & Land Use. Motion carried 6-0.

Fund Transfer 08-106400-02: Parks & Land Use – Transfer Funds from Operating Expenses to Interdepartmental Expenses

Shaver said this fund transfer involves transferring \$40,000 for record vehicle fuel costs which were higher than anticipated. Funds are available due to lower than anticipated consulting costs, engineering costs, and a lower activity level for the household hazardous waste program.

MOTION: Hutton moved, second by Wimmer to approve Fund Transfer 08-106200-02, Parks & Land Use. Motion carried 6-0.

Fund Transfer 08-106200-03: Parks & Land Use – Transfer Funds from Operating Expenses to Interdepartmental Expenses

Shaver advised this fund transfer involves transferring \$30,000 for vehicle/equipment repair and maintenance costs which are higher than anticipated, mainly due to the winter storms in January through March. Funds are available from unspent appropriations including travel and training, printing and advertising, and medical services within humane animal program.

MOTION: Wimmer moved, second by Tortomasi to approve Fund Transfer 08-106200-03, Parks & Land Use. Motion carried 6-0.

3rd Quarter Status Report on Proprietary Funds

Sander and Hein were present to review their report as outlined. Those funds that showed a net income at the end of the third quarter were the Naga-Waukee Golf Course (\$321,877); Materials Recycling (\$1,800,833); Central Fleet (\$24,191); Radio Services (\$344,033); Records Management (\$4,527); Communications (\$69,182); and Collections (\$76,316). Those funds that showed a net loss were the Wanaki Golf Course (-\$13,400); Moor Downs Golf Course (-\$120,390); Naga-Waukee Ice Arena (-\$102,253); Eble Park (-\$56,858); Airport (-\$1,899); Vehicle/Equipment Maintenance (-\$24,302); Risk Management/Worker's Compensation (-\$339,996); and End User Technology (-\$193,619).

Contract Procurement Process for General Controls Audit of IT Network Operations

Schubert advised the contract was awarded to Clifton Gunderson, the highest rated proposer, for a total contract cost of \$69,150. The first year budgeted amount was \$75,000. A total of 11 vendors submitted RFP's for consideration.

MOTION: Tortomasi moved, second by Meyer to approve the contract procurement process for the general controls audit of IT network operations. Motion carried 6-0.

Wimmer left the meeting at 11:10 a.m.

Contract Procurement Process for Worker's Compensation Claims Third Party Administrator

Stauffer said the contract was awarded to Cambridge Integrated Services Group, Inc., the highest rated proposer, for a total contract cost of \$140,355. The first year cost is \$46,785 and the first year budgeted amount was \$35,000. A total of five vendors submitted RFP's for consideration.

Haukohl said because the cost is higher than the budgeted amount, where will the additional funds come from? Stauffer was unsure and wanted to look at this more but said there are two line items the funds could come from. She did not believe this was an issue as she has expenditure authority to cover it. Haukohl expressed her concern that she stay within her budget and suggested this caveat be included in the motion to approve. Mader said it is his understanding that Purchasing will not proceed forward unless the authority is there. However, he suggested that Purchasing include footnotes on these forms, when applicable, as we should see this in writing.

MOTION: Hutton moved, second by Zaborowski to approve the contract procurement process for worker's compensation claims TPA providing they stay within budget. Motion carried 5-0.

Wimmer returned at 11:19 .m.

Fund Transfer 08-041000-02 – County Clerk: Transfer Funds from Interdepartmental Expenses, Operating Expenses, and Fixed Assets to Personnel Expenses

Duckwitz explained this fund transfer which involves transferring \$18,000 to cover temporary extra help costs incurred during the election. Funds are available due to lower than estimated expenses related to passport photograph supplies and postage costs, office equipment and election technology maintenance costs, and due to a clerical position vacancy.

MOTION: Tortomasi moved, second by Zaborowski to approve Fund Transfer 08-041000-02, County Clerk. Motion carried 6-0.

Fund Transfer 08-363160-01: Public Health – Transfer Funds from Operating Expenses to Personnel Expenses

Kutz and Lilley were present to discuss this fund transfer which involves transferring \$29,950 to cover costs estimated to exceed budget. This is due to using County employed temporary extra help for carrying out grant objectives relative to the Pandemic Influenza Plan instead of using outside temporary extra help. The funds being transferred are State/Federal Pandemic Grant funds.

MOTION: Zaborowski moved, second by Wimmer to approve Fund Transfer 08-363160-01, Public Health. Motion carried 6-0.

Fund Transfer 08-368580-01: Long Term Care – Transfer Funds from Operating Expenses to Interdepartmental Expenses

Kutz said this fund transfer involves transferring \$16,300 due to the need to purchase about 1,100 extra meals totaling \$13,300 from the ADRC. In addition, Sheriff transportation costs to convey clients to court hearings are estimated to be \$3,000 above budget by year-end. Funds are available due to less days of client care anticipated being used in the Community Integration Program and less contracted serves in the Adult Protective Services Program.

MOTION: Tortomasi moved, second by Meyer to approve Fund Transfer 08-368580-01, Long Term Care. Motion carried 6-0.

Final Report on In-Rem Foreclosure Actions

Reeves said they had their final foreclosure auction on November 21. Two of the six parcels were sold at auction, both over the appraised value and both from adjoining land owners, for a total of \$3,300.

Hutton left the meeting at 11:37 a.m.

Ordinance 163-O-071: Cancel Unredeemed Checks Issued By County Treasurer

Reeves said individuals have at least seven years from the date of issue to claim their County-issued checks. She distributed copies of this rule, "Unclaimed Funds Affidavit," which can be found on the County website. For those checks more than \$200, reminder letters were sent to the recipients. Reeves said stop payment orders will be placed on all of these checks but if they fill out an affidavit up through December 31, 2011 they can still claim the funds. In addition, each listing was advertised in the Milwaukee Journal/Sentinel in May. This ordinance cancels these checks on the books and transfers them to another fund for unclaimed funds.

MOTION: Wimmer moved, second by Zaborowski to approve Ordinance 163-O-071. Motion carried 5-0.

Ordinance 163-O-070: Approve 2009 Salaries For Non Represented Employees

Richter explained the ordinance and said those employees under Section I will receive an across-the-board salary increase of 2.5% beginning in January. These employees include non-union clerical, registered nurses, Information Technology, office managers, and paraprofessional in Human Services – those positions which most closely resemble represented positions. Those employees listed under Section II will receive an across-the-board salary increase of 2%. These employees include the managers, higher level IT positions, and doctors. Those employees listed under Section III will receive an across-the-board salary increase of 1.75% and affect the top department heads. Non-represented seasonal and temporary employees, includes lifeguards and parks employees, will receive an across-the-board salary increase of 2%.

Richter noted that represented employees will receive across-the-board salary increases of 2% in January and 1% in July of next year. In addition, represented employees will see changes in their health insurance which is why they are getting the extra .5% added to their base pay. The non-represented employees were affected by those changes in 2008.

Richter noted that the level of pay outlined in Section II is important to recruit and maintain quality employees as we are having a difficult time filling a pathologist position and a psychiatrist position.

Haukohl spoke in support of these salary increases as did other committee members.

MOTION: Wimmer moved, second by Tortomasi to approve Ordinance 163-O-070. Motion carried 5-0.

Future Agenda Items

Ten-Year Financial Analysis of the County-Owned Golf Courses (Haukohl)

MOTION: Wimmer moved, second by Meyer to adjourn at 11:56 a.m. Motion carried 5-0.

Respectfully submitted,

Approved on:_____

Pamela Meyer
Secretary